

PART 5

PLANNING COMMISSION¹

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14-2-501 PLANNING COMMISSION ESTABLISHED

There is hereby created a Planning Commission to be composed of not less than five (5) and not more than nine (9) members. Members of the Planning Commission shall be appointed by the Mayor with the advice and consent of the City Council and shall serve without compensation. One (1) member of the City Council may be appointed to the Planning Commission.

14-2-502 TERM OF OFFICE

The terms of the Planning Commission shall be staggered. Each member of the Planning Commission shall serve for a term of four (4) years and until their successor is appointed, provided that the term of the first members shall be such that the term of one member shall expire each year. Terms of members of the Planning Commission shall begin on the first day of July of each year. The City Council may remove any member of the Planning Commission for cause.

14-2-503 ORGANIZATION

The members of the Planning Commission shall select from their own members a Chairman and such other officers as deemed necessary and shall adopt rules and regulations for their organization and for the transaction of business and the conduct of their proceedings. Reports of official acts and recommendations of the Planning Commission shall be public. The Chairman shall cause such reports to be made in writing to the City Council and indicating how each member of the Planning Commission voted with respect to each act or recommendation. Any member of the Planning Commission may also make a concurring or dissenting report or recommendation to the City Council. The Planning Commission shall meet monthly and at such other times as the Planning Commission may determine.

14-2-504 DUTIES AND POWERS

It shall be the function and duty of the Planning Commission to:

¹ Amended 11/09/2004 Ordinance No. 2004-20

- A. prepare and recommend a general plan, or amendments to an adopted general plan, to the City Council, which plan shall include at least the following:
 - 1. a land use element
 - 2. a transportation and circulation element
 - 3. an environmental element
 - 4. a public services and facilities element
 - 5. a rehabilitation, redevelopment and conservation element
 - 6. an economic development element
 - 7. recommendations for implementing the plan.
- B. recommend a zoning ordinance and map, or amendment to a zoning ordinance and map, to the City Council.
- C. administer provisions of this Ordinance where specifically provided for by the City Council.
- D. recommend subdivision regulations, or amendments to adopted subdivision regulations, to the City Council.
- E. recommend approval or denial of subdivision applications.
- F. advise the City Council on matters directed to them by the City Council.
- G. hear and decide any matters that the City Council designates, including the approval or denial of Conditional Use permits and architectural and site development plans.
- H. exercise any other powers necessary to the Planning Commission performing its function or as delegated by the City Council.

14-2-505 APPLICATIONS TO APPEAR BEFORE THE PLANNING COMMISSION²

At the beginning of each year the Bountiful City Planning Department shall create and post a schedule of Planning Commission meetings and application deadlines. Any person desiring to appear before the Planning Commission shall complete an application and submit all required materials and fees to the Planning Department. An application that does not include all of the

² Amended 11/09/2004 Ordinance No. 2004-20

required signatures, materials, fees, or other necessary information shall be deemed incomplete and returned to the applicant for resubmittal.

After an applicant has submitted a complete application to the Planning Department, they will be placed on the next available Planning Commission agenda, unless the applicant and the Commission Chairman agree to postpone placing the item on the agenda or agree to continue the item to a subsequent meeting. An applicant may request that an item be postponed or continued a maximum of one meeting (i.e, once) or for 45 days from the date of application, whichever is longer. If the matter is not heard within this deadline, the application is deemed to have expired or been withdrawn, and must be resubmitted. This shall not apply to complete applications that have been placed on an agenda, reviewed and discussed by the Planning Commission, and then continued for reasons determined by the Commission.

14-2-506 APPEALS OF PLANNING COMMISSION DECISIONS

Any person has the right to appeal a Planning Commission decision to the City Council. An appeal with accompanying reasons must be presented in writing within thirty (30) days after the date of decision of the Planning Commission to the Planning Department.

The Planning Department shall notify the City Council of the appeal and the City Council shall set a date to hear the appeal. The Planning Department shall prepare and transmit the record of the Planning Commission decision to the City Council for their information and review.

The City Council, after a hearing and proper review of the Planning Commission decision, may affirm, reverse, alter or remand for further consideration any action taken by the Planning Commission and shall make such decision within thirty (30) days of the hearing of the appeal.